

MANISTEE CITY PLANNING COMMISSION

70 Maple Street
P.O. Box 358
Manistee, Michigan 49660

MEETING OF MAY 1, 1997


There will be a meeting of the Manistee City Planning Commission to be held on Thursday, May 1, 1997 at 7:00 P.M. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

AGENDA

- I. Roll Call
- II. Matters Pertaining to the General Citizenry:
 - A. Public Hearing:
 - 1.
 - 2.
 - B. Site Plan Reviews:
 - 1. FMB Security Bank - ATM Building
 - 2. Manistee Vacuum
 - 3. Mary Trucks - Lot Split & Combination
 - 4.
 - C. Questions, Concerns and Consideration of Matters
 - 1.
 - 2.
- III. Business Session:
 - A. Approval of Minutes from Last Meeting (4/3/97)
 - B. Unfinished Business:
 - 1. Zoning Ordinance Amendments
 - 2.
 - C. Other Communications:
 - 1. City Update
 - 2.
 - D. Reports:
 - 1. D.D.A. Update
 - 2. Zoning Board of Appeals
 - 3. Site Plan Review/Historic Overlay Committees
 - 4. Joint City Review/Ordinance Committee
 - 5. Pre-Manufactured Homes - Adult Foster Care
 - E. New Business:
 - 1.
 - 2.
- IV. Work/Study Session:
- V. Adjournment

cc: Planning Commission Members
City Council
R. Ben Bifoss, City Manager
Jon Rose, Community Development Officer
Lori Dorman, Administrative Assistant
Kurt Schindler, County Planner
Manistee News Advocate
Manistee Observer
WMTE Radio
WXYQ Radio
Jeff Mikula, Abonmarche
Julie Beardslee, Assessor

MEMORANDUM

DATE: April 24, 1997
TO: Planning Commission Members
FROM: Lori L. Donnan, Administrative Assistant 
SUBJECT: May 1, 1997 Planning Commission Meeting

First of all, I would like to welcome our 'snowbird' Tony back from Florida.

Our May 1st agenda includes a request for a parcel combination, two (2) site plan reviews - Manistee Vacuum and FMB's ATM Building, and an endorsement for our proposed Zoning Amendments.

The lot combination is being requested for the purpose of constructing an accessory building on land adjacent to the property owner's dwelling. Copies of correspondence to/from the property owner is included within your packets per your review. Combining parcels is a relatively simple process. Once the parcel combination is approved by the Planning Commission, it is then brought before Council for final approval. Typically, the building of an accessory building on a piece of vacant land is not allowed; however, combining the two parcels will allow the owners to proceed with their construction plans. The newly combined parcel will then contain a dwelling and an accessory building, which is a Permitted Use within the Zoning Ordinance.

As you may note, the site plan for Manistee Vacuum is not a permitted use for two reasons: the waterfront setback and the side yard fence. The Zoning Ordinance requires a minimum of fifty (50) feet for a waterfront setback; The proposed deck will have a thirty-two (32) feet setback. This proposed setback will have to be brought before the ZBA for a variance approval. Also, the proposed fourteen (14) foot long East side yard fence is set for a height of ten (10) feet; the Zoning Ordinance only allows for a six (6) foot high fence. This issue will also have to be presented to the ZBA for a variance approval. Also, the Historic Overlay Committee submitted approval for the proposed deck and stairs only. The proposed fence will need to be presented to the Historic Overlay for approval.

The other site plan is for an ATM building at the Filer & Division St. FMB. Complications have developed with this matter and you will be receiving further notification and information by Tuesday.

Finally, per our discussion at the April 17th WorkSession, I have included a draft of the Zoning Amendments for your endorsement and review. If you find any discrepancies or have any questions, please contact me at 723-2558. My attempts to find HUD Standards and Specifications were unsuccessful. After a total of eleven (11) phone calls, no one was able to direct me to such a publication or definitive information. However, the persons I did speak with were quite certain that HUD roof pitch specifications were 3:12. My contacts included HUD's offices in Detroit, Pontiac, and Grand Rapids; and the Michigan State Housing Department. Our Building Inspector, John Keifer, was able to give me two HUD publications to review; neither included minimum roof pitch standards. Any suggestions?

Please notify Denise or myself if you are unable to attend our May 1, 1997 meeting.

5-1-97

SITE PLAN REVIEW

NAME: FMB - ATM Building
71 Division Street

PROPOSED USE: Commercial
ZONING DISTRICT: C-4

PARCEL CODE: 51-51-448-719-09

USE IS: ☒ Permitted
☐ Special
☐ Not Permitted

BULK REGULATIONS

	REQUIRED BY ZONING	PROPOSED IN PLAN	COMPLIANCE YES	NO
PARCEL SIZE:	2,500 sq. ft.	3,904 sq. ft.	X	<input type="checkbox"/>
STREET FRONTAGE:	25 ft.	Division St. 132 ft.	X	<input type="checkbox"/>
	25 ft.	Filer St. 122 ft.	X	<input type="checkbox"/>
SETBACKS				
FRONT YARD	0 ft.	Division St. 1.5 ft.	X	<input type="checkbox"/>
	0 ft.	Filer St. 28 ft.	X	<input type="checkbox"/>
SIDE YARD	0 ft.	87 ft.	X	<input type="checkbox"/>
REAR YARD	6 ft.	ATM 126 ft.	X	<input type="checkbox"/>
WATERFRONT	n/a	n/a	X	<input type="checkbox"/>
HEIGHT:	30 ft.	11 ft.	X	<input type="checkbox"/>
PARKING:	n/a	Replacing 5 spots ATM will be taking out	X	<input type="checkbox"/>
BUILDING AREA:		ATM 56 sq. ft.	X	<input type="checkbox"/>

SPECIAL DISTRICTS

	APPLIES?		APPROVED?	
	YES	NO	YES	NO
HISTORIC OVERLAY:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
HIGH RISK EROSION:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
FLOOD PLAIN:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
SOIL EROSION:	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

OTHER:

REVIEWED BY:

Lori Donnan
Lori Donnan, Zoning Administrator

DATE: April 24, 1997

SITE PLAN REVIEW

NAME: Manistee Vacuum
340 River Street

PROPOSED USE: Commercial
ZONING DISTRICT: C-4 Historical

PARCEL CODE: 51-51-452-703-15
Deck Renovation/Side Fence

USE IS: ☐ Permitted
☐ Special
X Not Permitted

BULK REGULATIONS

	REQUIRED BY ZONING	PROPOSED IN PLAN	COMPLIANCE YES	NO
PARCEL SIZE:	2,500 sq. ft.	2,486 sq ft	<input type="checkbox"/>	X
STREET FRONTAGE:	25 sq. ft.	22 sq. ft.	<input type="checkbox"/>	X
SETBACKS				
FRONT YARD	0 ft.	0 ft.	X	<input type="checkbox"/>
SIDE YARD	0 ft.	0 ft.	X	<input type="checkbox"/>
REAR YARD	6 ft.	32 ft.	X	<input type="checkbox"/>
WATERFRONT	50 ft.	32 ft.	<input type="checkbox"/>	X
HEIGHT:	30 ft.	Existing 34.5 ft.	X	<input type="checkbox"/>
FENCE	6 ft.	10 ft.	X	<input type="checkbox"/>
PARKING:	n/a	n/a	X	<input type="checkbox"/>
BUILDING AREA:	1,408 sq. ft.	(deck) 404 sq. ft.	X	<input type="checkbox"/>

SPECIAL DISTRICTS

	APPLIES?		APPROVED?		
	YES	NO	YES	NO	
HISTORIC OVERLAY:	X	<input type="checkbox"/>	X	<input type="checkbox"/>	deck & stairs only
HIGH RISK EROSION:	<input type="checkbox"/>	X	X	<input type="checkbox"/>	
FLOOD PLAIN:	<input type="checkbox"/>	X	X	<input type="checkbox"/>	
SOIL EROSION:	X	<input type="checkbox"/>	<input type="checkbox"/>	X	

OTHER: Due to parcel size, Ordinance allows structures to expand no more than 50% of ground area occupied by existing structure, which would equal 704 sq. ft.

REVIEWED BY:

Lori Donnan
Lori Donnan, Zoning Administrator

DATE: April 24, 1997

April 15, 1997

TO: Lori Donnan, Administrative Assistant

FROM: R. Ben Bifoss, City Manager

SUBJECT: Lot Combination

Lori, the Planning Commission needs to review proposed lot combinations and make recommendations to the City Council. Please place this matter on the next Planning Commission agenda. Please let me know if you anticipate any problems with the Planning Commission's review.

Please let me know when you anticipate this matter being before the Planning Commission. I will correspond with Ms. Trucks to advise her of that date and time. Thank you.

RBB:cl

Enclosure

cc. Julie Beardslee, City Assessor (with attachment)

APR 14 1997

MR. Ben Bifoss, City Manager
City of Manistee
70 Maple Street
Manistee, MI. 49660

4/14/97

Dear Mr. Bifoss.

In follow up to our conversation of April 11 1997, I am making a formal request that the two parcel
Property Code numbers listed below be joined and considered one parcel:

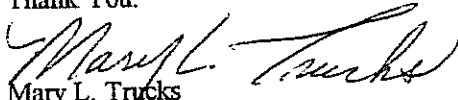
51-51-311-375-08

and

51-51-311-375-07

I purchased this property for the purpose of adding a two car attached garage to my home. Your
assistance in facilitating the above requested action will be much appreciated. I would like to began
construction on April 21 st. In anticipation of a favorable response I am applying for a Building
Permit this week.

Thank You.



Mary L. Trucks
585 Ramsdell Rd.
Manistee, MI. 49660



70 Maple Street • P.O. Box 358 • Manistee, Michigan 49660

616-723-2558
FAX 616-723-1546

April 16, 1997

Mary L. Trucks
585 Ramsdell Road
Manistee, Michigan 49660

Dear Ms. Trucks:

Thank you for your correspondence of April 14, 1997 requesting a lot combination. This matter has been scheduled for consideration at the next regular Planning Commission meeting. That meeting will be on Thursday, May 1, 1997 beginning at 7:00 p.m. Planning Commission recommendations proceed to the City Council which could consider the combination shortly thereafter. Based on previous experience it should not be necessary for you to attend these meetings unless you are so inclined.

With the recent change to contracting building inspection services, several details required additional attention. This included the issue of land use permits. That issue has now been resolved. Mr. Kiefer at Nordlund & Associates will issue land use permits for residential purposes in conjunction with his administration of the building code. There will be no additional fee for that permit.

Regarding your proposed start date; I have reviewed this matter with other City staff and am comfortable authorizing you to proceed while the lot combination is in process as long as you have obtained appropriate permits from Mr. Kiefer. If you require further information regarding this project, please feel free to contact me.

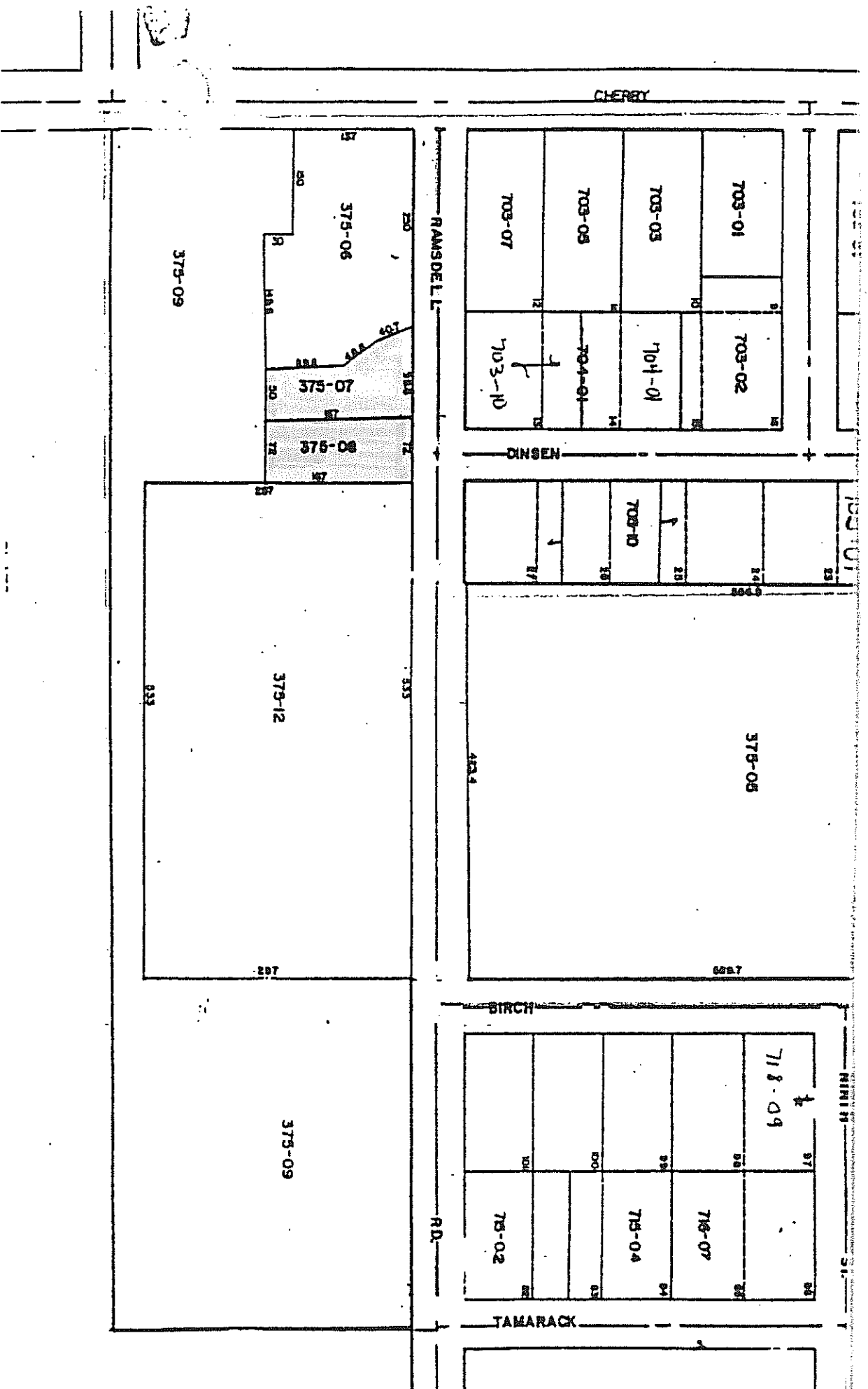
Sincerely,

CITY OF MANISTEE

Lori L. Donnan
Administrative Assistant

LLD:cl

cc. John Kiefer, Nordlund & Associates
R. Ben Bifoss, City Manager



Section 1080.D of the City of Manistee Zoning Code of Ordinances states:

“Every dwelling hereinafter erected shall have a roof slope of at least an average of three (3) feet, or greater, vertical rise for each twelve (12) feet of horizontal distance. In no case, however, shall the vertical distance be less than the manufacturer’s recommendation for the shingles on the roof. The Appeals Board may grant a variance to the indicated slope requirements, Section 9603.A not withstanding, if compatible architecturally with the existing neighborhood.”

The proposed Zoning Amendment would replace Section 1080.D in the following manner:

“Every dwelling hereinafter erected shall have a roof slope of at least an average of four (4) feet, or greater, vertical rise for each twelve (12) feet of horizontal distance. In no case, however, shall the vertical distance be less than the manufacturer’s recommendation for the shingles on the roof. The Appeals Board may grant a variance to the indicated slope requirements, Section 9603.A not withstanding, if compatible architecturally with the existing neighborhood.”

Thus, the only change this Amendment is proposing is the increase of one (1) foot in the roof pitch requirement from 3:12 to 4:12 as a minimum standard.

The following proposed Zoning Amendment would be an addition to Section 1080, and noted as 1080.H:

“The compatibility of design and appearance of every residential dwelling within the R-1, R-2, R-3, R-4, and R-5 Zoning Districts hereinafter erected, shall be determined in the first instance by the City Zoning Administrator. Any determination of compatibility shall be based upon the character, design, and appearance of one (1) or more residential dwellings located outside of mobile home parks and within two thousand (2,000) feet of the subjected dwelling. At least twenty (20) percent of the homes within the neighboring area shall be used for compatibility determination. Where said area is not so developed, the character, design, and appearance of one (1) or more residential dwellings located outside of mobile home parks throughout the City shall be examined. The foregoing shall not be construed to prohibit innovative design concepts involving such matters as solar energy, view, unique land contour, or relief from the common or standard designed home.”

Essentially, this proposed Zoning Code addition is looking at the aesthetics of an intended new constructed residential dwelling and making certain that it will blend with the appearance of the neighborhood in question. An appeal to the above decision would be presented in front of the Zoning Board of Appeals through an Appeal Application which carries a current fee of \$150.